

**MINUTES OF A MEETING OF THE STREET EVENTS SUBCOMMITTEE - HENDERSON  
WARD HELD IN THE NEW LYNN ROOM AT WAITAKERE CENTRAL, 6 HENDERSON  
VALLEY ROAD, HENDERSON, WAITAKERE, ON TUESDAY, 22 SEPTEMBER 2009,  
COMMENCING AT 8.35 AM**

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**PRESENT:** Mr WS Bainbridge (Chairman)  
Team Leader: Transport Operations  
Senior Transport Engineer: Planning

**IN ATTENDANCE:** Transport Technician: J Harris  
Committee Secretary: N Delamere

**1 APOLOGIES**

There were no Apologies.

**2 URGENT BUSINESS**

There was no Urgent Business.

**3 CONFIRMATION OF MINUTES**

1583/2009

MOVED by Senior Transport Engineer: Planning, seconded WS Bainbridge:

The Street Events Subcommittee – Henderson Ward resolved to:

**Receive** the minutes of the Meeting of the Street Events Subcommittee - Henderson Ward held on Wednesday, 8 April 2009, as circulated, and that they be taken as read and now be confirmed.

**CARRIED**

**4 TE ATATU CHRISTMAS PARADE 2009**

1584/2009

MOVED by WS Bainbridge, seconded Senior Transport Engineer: Planning:

The Street Events Subcommittee – Henderson Ward resolved to:

1. **Receive** Te Atatu Christmas Parade 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 9.00 am to 1.00 pm on Saturday, 5 December 2009, on:
  - Te Atatu Road (between Hereford Street and Gunner Drive);
  - Gunner Drive (between Te Atatu Road and Pringle Road); and
  - Pringle Road (between Gunner Drive and Harbour View Road).

3. **Approve** that the road closures in resolution 2 above be subject to the following conditions:
- a) The applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with directions by New Zealand Police or Council officers.
  - b) The applicant accepts full responsibility to ensure that all involved adhere to the set conditions for the event.
  - c) The applicant appoints a safety co-ordinator to liaise with Council's Transport Engineers and the New Zealand Police, and to ensure that the applicant's responsibilities are met.
  - d) The applicant appointing a qualified Site Traffic Management Supervisor to apply the Traffic Management Plan.
  - e) St John Ambulance or other qualified personnel being in attendance at all times.
  - f) The Site Traffic Management Supervisor shall obtain, place and remove any road cones, detour signs and any other barriers required by the Traffic Management Plan and as directed by New Zealand Police and/or Council officers. The applicant shall meet all associated costs.
  - g) All directions of New Zealand Police and/or Council officers in regard to traffic management and public safety shall be complied with by the event organiser and the Site Traffic Management Supervisor.
  - h) New Zealand Police and/or Council officers have the authority to delay the start of the event if the traffic management is not implemented as per the approved plan, and in extreme cases may cancel the event.
  - i) The applicant advising the New Zealand Police and other emergency services of the event.
  - j) The event organiser and Site Traffic Management Supervisor shall brief all event participants before the event on their responsibilities.
  - k) The applicant ensuring that all litter is cleared up immediately following the event.
  - l) The applicant is notified that Council accepts no responsibility for incidents, injuries or damage caused by the event. The applicant is advised to take out public liability cover.
  - m) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.
  - n) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event will be provided to Council's Call Centre. This information should be sent to Donna Skipps (836 8000 Ext 8743 or [donna.skipps@waitakere.govt.nz](mailto:donna.skipps@waitakere.govt.nz)).

- o) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event shall be provided to Auckland Regional Transport Authority, (Craig Ackland 3794422 Ext 9029 or [craig.ackland@arta.co.nz](mailto:craig.ackland@arta.co.nz)) prior to the event.
- p) Northcote Traffic Management Centre is responsible for the day to day operation of all traffic signals in the Auckland region. The Site Traffic Management Supervisor shall co-ordinate with Northcote Traffic Management Centre regarding any traffic signal installations that are within the event area or are affected by the event. Contact email address for traffic signals is [TMCScats@nzta.govt.nz](mailto:TMCScats@nzta.govt.nz).

**CARRIED**

## 5 **HENDERSON CHRISTMAS PARADE 2009**

1585/2009

MOVED by WS Bainbridge, seconded Team Leader: Transport Operations:

The Street Events Subcommittee – Henderson Ward resolved to:

1. **Receive** the Henderson Christmas Parade 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 8.00 am to 1.00 pm on Saturday, 28 November 2009, on:
  - Edsel Street;
  - Railside Avenue (between Great North Road and Edsel Street);
  - Ratanui Street; and
  - Alderman Drive (between Sel Peacock Drive and Great North Road).
3. **Approve** that the road closures in resolution 2 above be subject to the following conditions:
  - a) The applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with directions by New Zealand Police or Council officers.
  - b) The applicant accepts full responsibility to ensure that all involved adhere to the set conditions for the event.
  - c) The applicant appoints a safety co-ordinator to liaise with Council's Transport Engineers and the New Zealand Police, and to ensure that the applicant's responsibilities are met.
  - d) The applicant appointing a qualified Site Traffic Management Supervisor to apply the Traffic Management Plan.
  - e) St John Ambulance or other qualified personnel being in attendance at all times.
  - f) The Site Traffic Management Supervisor shall obtain, place and remove any road cones, detour signs and any other barriers required by the Traffic Management Plan and as directed by New Zealand Police and/or Council officers. The applicant shall meet all associated costs.

- g) All directions of New Zealand Police and/or Council officers in regard to traffic management and public safety shall be complied with by the event organiser and the Site Traffic Management Supervisor.
- h) New Zealand Police and/or Council officers have the authority to delay the start of the event if the traffic management is not implemented as per the approved plan, and in extreme cases may cancel the event.
- i) The applicant advising the New Zealand Police and other emergency services of the event.
- j) The event organiser and Site Traffic Management Supervisor shall brief all event participants before the event on their responsibilities.
- k) The applicant ensuring that all litter is cleared up immediately following the event.
- l) The applicant is notified that Council accepts no responsibility for incidents, injuries or damage caused by the event. The applicant is advised to take out public liability cover.
- m) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.
- n) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event will be provided to Council's Call Centre. This information should be sent to Donna Skipps (836 8000 Ext 8743 or [donna.skipps@waitakere.govt.nz](mailto:donna.skipps@waitakere.govt.nz)).
- o) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event shall be provided to Auckland Regional Transport Authority. (Craig Ackland 3794422 Ext 9029 or [craig.ackland@arta.co.nz](mailto:craig.ackland@arta.co.nz)) prior to the event.
- p) Northcote Traffic Management Centre is responsible for the day to day operation of all traffic signals in the Auckland Region. The Site Traffic Management Supervisor shall co-ordinate with Northcote Traffic Management Centre regarding any traffic signal installations that are within the event area or are affected by the event. Contact email address for traffic signals is [TMCScats@nzta.govt.nz](mailto:TMCScats@nzta.govt.nz).

## 6 **TE ATATU SPRING FESTIVAL - OCTOBER 2009**

1586/2009

MOVED by Team Leader: Transport Operations, seconded Senior Transport Engineer:  
Planning:

The Street Events Subcommittee – Henderson Ward resolved to:

1. **Receive** Te Atatu Spring Festival - October 2009 report.
2. **Approve** to temporarily close and prohibit traffic, from 6.00 pm to 8.00 pm on Friday, 16 October 2009 with a rain date of Friday, 23 October 2009, on Te Atatu Road between Gunner Drive and Harbour View Road.

3. **Approve** the road closure in resolution 2 above be subject to the following conditions:
- a) The applicant accepting full responsibility for marshalling, control of spectators, public and participant safety requirements and compliance with directions by New Zealand Police or Council officers.
  - b) The applicant accepts full responsibility to ensure that all involved adhere to the set conditions for the event.
  - c) The applicant appoints a safety co-ordinator to liaise with Council's Transport Engineers and the New Zealand Police, and to ensure that the applicant's responsibilities are met.
  - d) The applicant appointing a qualified Site Traffic Management Supervisor to apply the Traffic Management Plan.
  - e) St John Ambulance or other qualified personnel being in attendance at all times.
  - f) The Site Traffic Management Supervisor shall obtain, place and remove any road cones, detour signs and any other barriers required by the Traffic Management Plan and as directed by New Zealand Police and/or Council officers. The applicant shall meet all associated costs.
  - g) All directions of New Zealand Police and/or Council officers in regard to traffic management and public safety shall be complied with by the event organiser and the Site Traffic Management Supervisor.
  - h) New Zealand Police and/or Council officers have the authority to delay the start of the event if the traffic management is not implemented as per the approved plan, and in extreme cases may cancel the event.
  - i) The applicant advising the New Zealand Police and other emergency services of the event.
  - j) The event organiser and Site Traffic Management Supervisor shall brief all event participants before the event on their responsibilities.
  - k) The applicant ensuring that all litter is cleared up immediately following the event.
  - l) The applicant is notified that Council accepts no responsibility for incidents, injuries or damage caused by the event. The applicant is advised to take out public liability cover.
  - m) The applicant shall accept responsibility for the cost of repairs to any private or Council property damaged during the event.
  - n) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event will be provided to Council's Call Centre. This information should be sent to Donna Skipps (836 8000 Ext 8743 or [donna.skipps@waitakere.govt.nz](mailto:donna.skipps@waitakere.govt.nz)).

- o) The name and a phone number at which the Site Traffic Management Supervisor supervising the traffic control will be able to be reached during the event shall be provided to Auckland Regional Transport Authority, (Craig Ackland 3794422 Ext 9029 or [craig.ackland@arta.co.nz](mailto:craig.ackland@arta.co.nz)) prior to the event.
  
- p) Northcote Traffic Management Centre is responsible for the day to day operation of all traffic signals in the Auckland Region. The Site Traffic Management Supervisor shall co-ordinate with the Northcote Traffic Management Centre regarding any traffic signal installations that are within the event area or are affected by the event. Contact email address for traffic signals is [TMCScats@nzta.govt.nz](mailto:TMCScats@nzta.govt.nz).

8.38 am

The Chairman thanked Members for their attendance and attention to business and declared the meeting closed.

CONFIRMED AT A MEETING OF THE STREET  
EVENTS SUBCOMMITTEE – HENDERSON WARD  
HELD ON

**DATE:**.....

**CHAIRMAN:**.....